

# INSTRUCTIONS FOR USING THE GO WILD ONLINE SYSTEM

Sign into your account at <https://gowild.wi.gov/customers/safetied/instructor> . Your account is linked to an email and can only be used per one individual. For instructors who share email addresses with another person who owns a DNR customer identification number, please create a separate email address for you or the other email owner.

If you are first time user, select “First Time Users” and follow the prompts.

Those who are familiar with the Go Wild system can log into their account using their customer identification number and password. Customer ID numbers will be as instructor numbers. A successful login should result in the user’s homepage appearing on the screen.

Click on **Instructor Dashboard**

The screenshot shows the Go Wild online system homepage for user JENNA KOSNICKI. The header includes the Go Wild logo, navigation links for Home and Catalog, and a welcome message with a sign out link and a shopping cart icon. The main content area is titled "JENNA's Homepage" and features a user profile section on the left with the DNR number 000-000-000, the name JENNA K KOSNICKI, and a link to view or edit the profile. A central banner displays a welcome message and a seasonal permit sale announcement. Below this, there are four main sections: Licenses, Vehicles, Applications and Points, and Safety Education. The Licenses section includes buttons for buying a license and reprinting documents, along with links to current licenses, combo licenses, and license history. The Vehicles section has buttons for registering a vehicle and renewing registration, with a link to view my vehicles. The Applications and Points section features a button to buy an application and links to submitted and deferred applications, with a list of available applications including Bobcat, Fall Turkey, Spring Turkey, Wolf, Otter, Fisher, and Sturgeon. The Safety Education section includes buttons for the Student Dashboard and Instructor Dashboard (which is circled in red), along with links to enroll and view history.

go WILD Home Catalog Welcome, JENNA KOSNICKI Sign out Cart

### JENNA's Homepage

DNR 000-000-000  
JENNA K KOSNICKI  
STREET ADDRESS  
CITY, STATE ZIP CODE  
View / Edit Profile  
Choose Username / Password

*Hello customer! We hope you like your dashboard in Go WILD!!*  
*Save the date! Spring turkey permits go on sale March 21st! Also the spring equinox!*

#### Licenses

Buy License Reprint Documents

Current Licenses  
Combo Licenses  
License History

#### Vehicles

Register a Vehicle Renew Registration

My Vehicles

#### Applications and Points

Buy Application

Submitted Applications  
Deferred Applications

Bobcat -  
Fall Turkey -  
Spring Turkey -  
Wolf -  
Otter -  
Fisher -  
Sturgeon -

#### Safety Education

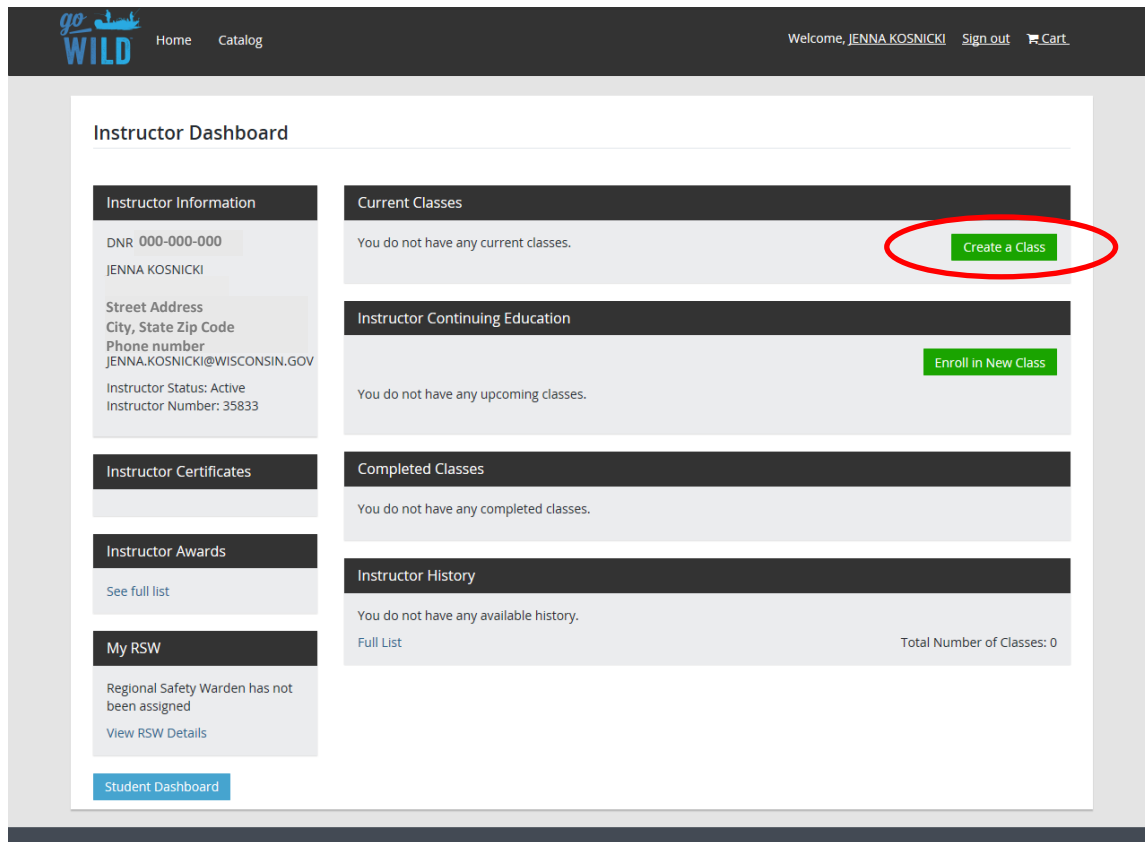
Student Dashboard Instructor Dashboard

Enroll  
History

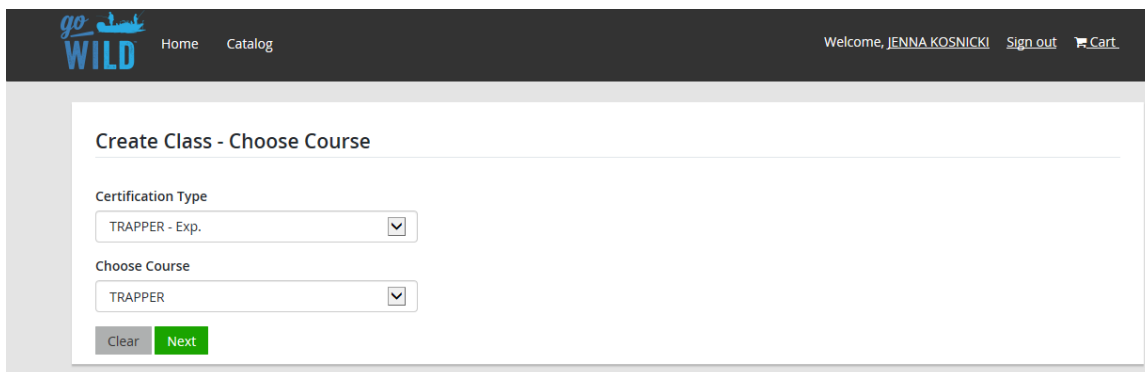
The Instructor Dashboard is useful for modifying or deleting current classes, looking up class history, and creating new classes. Instructor information is located in the left panels.

## CREATING A CLASS

Click [Create a Class](#)



For Certification Type, choose [TRAPPER – Exp.](#) Choose [TRAPPER](#) for Course and click [Next](#).



Create your Trapper Ed class by filling in class details, primary contact information, shipping address, and class price and enrollment. To make contact information visible to students, select **Yes** under “**Display?**” after each category you want to make visible. “**Price**” is price per student (usually \$12 unless lodging or other expenses are included). When the class is filled, you can go back to this page and edit the “**Is the Class Full?**” response.

The screenshot shows the 'Create TRAPPER Class' form with the following sections and fields:

- Main Info** (tab selected)
- Class Details**
  - Course Type: Student
  - Course Name: TRAPPER
  - County: GREEN
  - Status: Open
  - Class Description: Will be an indoor/outdoor class. Dress accordingly.
  - WardenRequired: ☒
- Primary Contact**
  - First Name: JENNA
  - Last Name: KOSNICKI
  - Email Address: INVALID-JENNA.KOSNICKI@WISCONSIN.GOV
  - Display?: ☒ Yes ☐ No
  - Phone: (920) 838-2442
  - Display?: ☒ Yes ☐ No
  - Alternate Phone: (608) 219-9582
  - Display?: ☐ Yes ☒ No
- Shipping Address**
  - Address: 101 S Webster St
  - City: MADISON
  - State / Province: Wisconsin
  - Postal Code: 53707
- Class Price and Enrollment**
  - Price: 12
  - Allow Online Registration?: ☒ Yes ☐ No
  - SeatsMax: 20
  - SeatsReserved: 0
  - Is Class Full?: ☐ Yes ☒ No
- Buttons**: Done, Save

Click **Save**. Once saved, click **Done**.

Establish a schedule after creating the class. Click the “Schedule” tab and **Add Class Period**.

The screenshot shows the 'Edit TRAPPER Class' interface. At the top, there's a navigation bar with 'go WILD' logo, 'Home', 'Catalog', and user information 'Welcome, JENNA KOSNICKI' with 'Sign out' and 'Cart' links. Below this, a success message 'Success! Class Saved!' is displayed. The main content area has tabs: 'Main Info', 'Schedule' (circled in red), 'Roster', 'Timesheets', 'Financial', and 'Supply Orders'. Below the tabs is a table with columns: 'Start Time', 'End Time', 'Location', 'Url', and 'Actions'. The 'Add Class Period' button is circled in red. A green 'Done' button is at the bottom left.

You will be prompted to add the start and end time for each day and the location of the class. Start by adding the first day of classes if there are multiple. If the location of the event has a website or if you want to use a Google Maps webpage, you can add the Url from the webpage to the class period. Click **Save** after adding a class for the FIRST day only.

The 'Edit Class Period' modal form is shown. It has the following fields: 'Start Time Required' (05/28/2016 08:00 AM), 'End Time Required' (05/28/2016 06:30 PM), 'Location Required' (Fur Shed), and 'Url' (www.example.com). At the bottom, there are 'Close' and 'Save' buttons, with 'Save' being green.

The first day of your class should appear under the **Schedule** tab. If your class has more than one day, add the second day and so forth one day at a time. Once again, **Add Class Period** and fill in the class period information. Click **Save**. If edits need to be made, click the edit button under “Actions.”

The first screenshot shows the 'Edit TRAPPER Class' page with the 'Schedule' tab active. A success message 'Success! Class Period Saved!' is visible. The 'Add Class Period' button is circled in red. The table now has one row with the following data: Start Time: 5/28/2016 8:00:00 AM, End Time: 5/28/2016 6:30:00 PM, Location: Fur Shed, and Actions: [edit, delete, add] icons. A green 'Done' button is at the bottom left.

The second screenshot shows the 'Edit Class Period' modal form. It has the following fields: 'Start Time Required' (05/29/16 8:00 AM), 'End Time Required' (05/29/16 12:30 PM), 'Location Required' (Fur Shed), and 'Url'. At the bottom, there are 'Close' and 'Save' buttons, with 'Save' being green.

Once all days have been added, click **Done**. Make sure to email or call Jenna Kosnicki at [jenna.kosnicki@wi.gov](mailto:jenna.kosnicki@wi.gov) or 608-219-9582 to order supplies.

## AFTER CLASS WORK

If allowing Online Registration to your class, the roster will automatically update with each enrollee. For all other students, instructors must add each student. Click **Add Student** and follow prompt. Insert student customer identification number and click **Add to Roster**. Similarly, additional instructors can be added by clicking **Add Instructor**. Students and additional instructors should appear below each category.

The screenshot shows the 'Edit TRAPPER Class' interface. The 'Roster' tab is selected and circled in red. Below the tabs, the 'Student Roster' section has an 'Add Student' button circled in red. To the right, an 'Add Student' modal is open, showing a 'Customer Id' field with the value '000-000-000'. The 'Add to Roster' button in the modal is also circled in red.

Timesheet information is used for Hunter Education and other safety courses. Please ignore and proceed to the Financial Tab. Submit instructor fees. Fees can only equal half of **Total Amount Due**. Click **Update** and then **Submit**.

The screenshot shows the 'Edit TRAPPER Class' interface with the 'Financial' tab selected and circled in red. Below the tabs, the 'Finalize Class' section is visible. It contains a list of fees and a table with the following data:

Item	Amount
Roster Size	1
Submitted Fees	\$12.00
Instructor Fees	\$6.00
Min DNR Amount	\$0.00
Total Amount Due	\$6.00

The 'Instructor Fees' field is circled in red, and the 'Update' button next to it is also circled in red. Below the table, there is a 'Submit' button and a 'Done' button.